

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 00-029

TO: District Superintendents/Charter School Administrators, Special Education Directors and Special Education Personnel

FROM: Ingrid Rope-District Contact Person
Rose Whelihan-Charter Contact Person

DATE: January 13, 2000

SUBJECT: FY 1999-2000 Special Education Census Error/Transaction Report

The SPED Edit/Update Reports (SAIS SPED02-1, SAIS SPED 02-2) for your district/charter school are now available and posted on your district/charter's home page on the ADE web site

<http://www.ade.state.az.us/schoolfinance/districts>

- 1) Find your district/charter, then click on GO
- 2) Select the Reports/Data option
- 3) All reports that are available will be listed, select SPED Edit/Update Report (SPED02-1)

If you have problems retrieving your reports or have Delrep inquiries and/or related questions contact the Regional Training Centers in your area

| | | | |
|-----------|----------------------|--------|----------------|
| Flagstaff | (520) 523-8516 | Tempe | (480) 965-3366 |
| San Simon | (520) 845-2275 | Tucson | (520) 617-6991 |
| Yuma | (520) 343-0800 x 374 | | |

Hard copies of the Edit/Update Reports will not be mailed.

- ❖ Review the Error/Transaction Report (SAIS SPED02-1). This report will show all the records that have been added, changed or deleted. It will also show which records rejected and give a brief explanation of why they rejected. At the bottom of the page for each District of Attendance, it tells the number of records processed and how many rejected, and again it will show how many records have been added, changed, and deleted. All of the records that did not reject on this report are now on your master file.

- ❖ If you have records that rejected you will have both the Error/Transaction Report and the Master File Report. Compare both sets of information and submit a correction for only the record that has rejected. At this time you should also submit any other additions, corrections or deletions which occurred after your initial filing of the Special Education Census.
- ❖ Corrections cannot be made via the web site. Submit corrections by using one of the following methods
 - 1) Delrep
 - 2) Your own computer software program
 - 3) As a last resort the SPED01-B form.

e-mail your corrections to: delrep@mail1.ade.state.az.us

*****According to ADM submissions the majority of schools/charters have Delrep installed. Please contact your attendance personnel and ask for assistance in submitting corrections via Delrep.***

If you have any questions or problems with your correction process:

| | | | |
|-------------------------|---------------|----------------|--|
| Districts contact | Ingrid Rope | (602) 542-3303 | irope@mail1.ade.state.az.us |
| Charter Schools contact | Rose Whelihan | (602) 542-8240 | rwhelih@mail1.ade.state.az.us |

Questions on Service Types / Categories / Approved Private Placement Facilities contact:
Exceptional Student Services (ESS) at (602) 542-3084.